

How to Run the Consolidated Annual Report Forms in FI\$Cal Job Aid

Last Updated: August 23, 2021

Target Audience: Department SCPRS Processor, P-Card Reconciler, Central PO Reporter, Department PO reporter, DGS PO Reporter, DOF PO Reporter

Purpose: A Run Control Page has been developed in the FI\$Cal system to generate the Consolidated Annual Report Forms. The purpose of this job aid is to provide detailed instructions for the following:

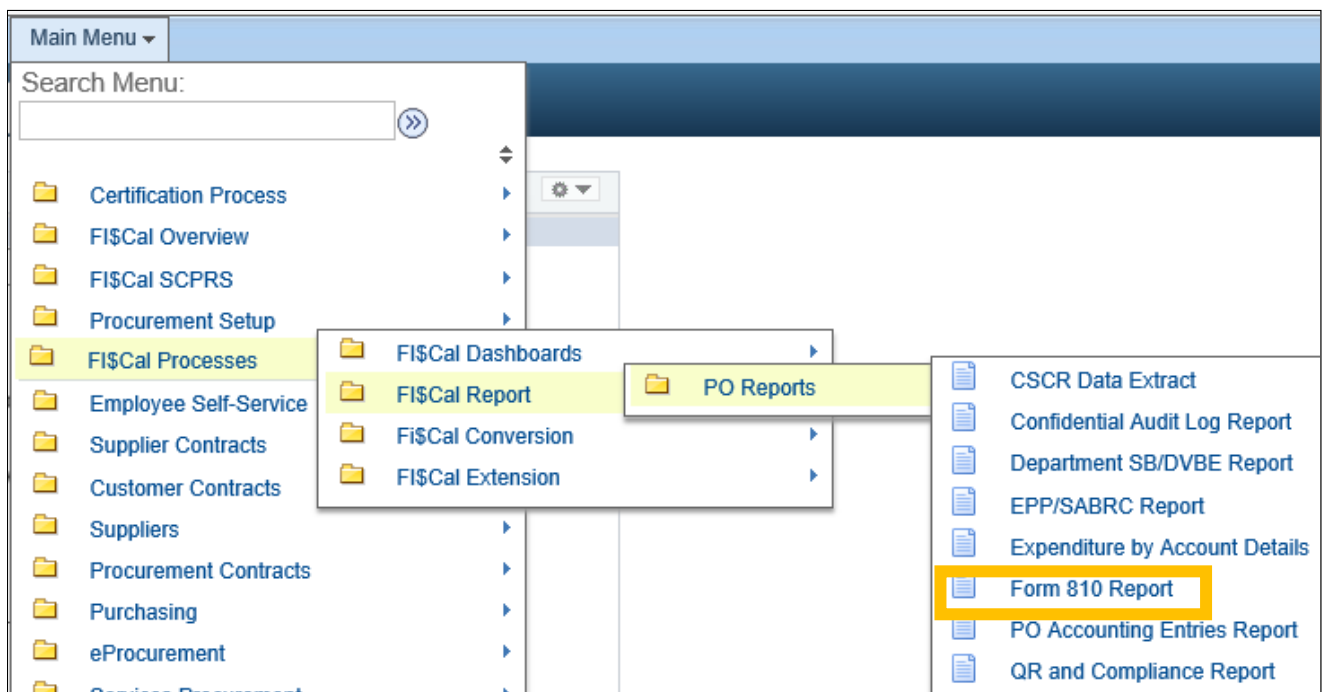
- Access to the Run Control Page
- Run the Consolidated Annual Report Forms
- Access to the Data Validation Query

How to run standard Consolidated Annual Report forms:

Here is the link to the FI\$Cal login page: <https://fiscal.ca.gov>

Step 1: Use the following navigation path to access the Run Control Page:

Main menu > FI\$Cal Processes > FI\$Cal Report > PO Report > Form 810 Report



Note – Use the same navigation for all the CAR reports.

Step 2: On the **OSDS Form 810 Report** page click on the **Add a New Value** button.

OSDS Form 810 Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Search by: Run Control ID begins with

☐ Case Sensitive


[Search](#) [Advanced Search](#)

Step 3: Create and enter a **Run Control ID** with no spaces then click on the **Add** button.

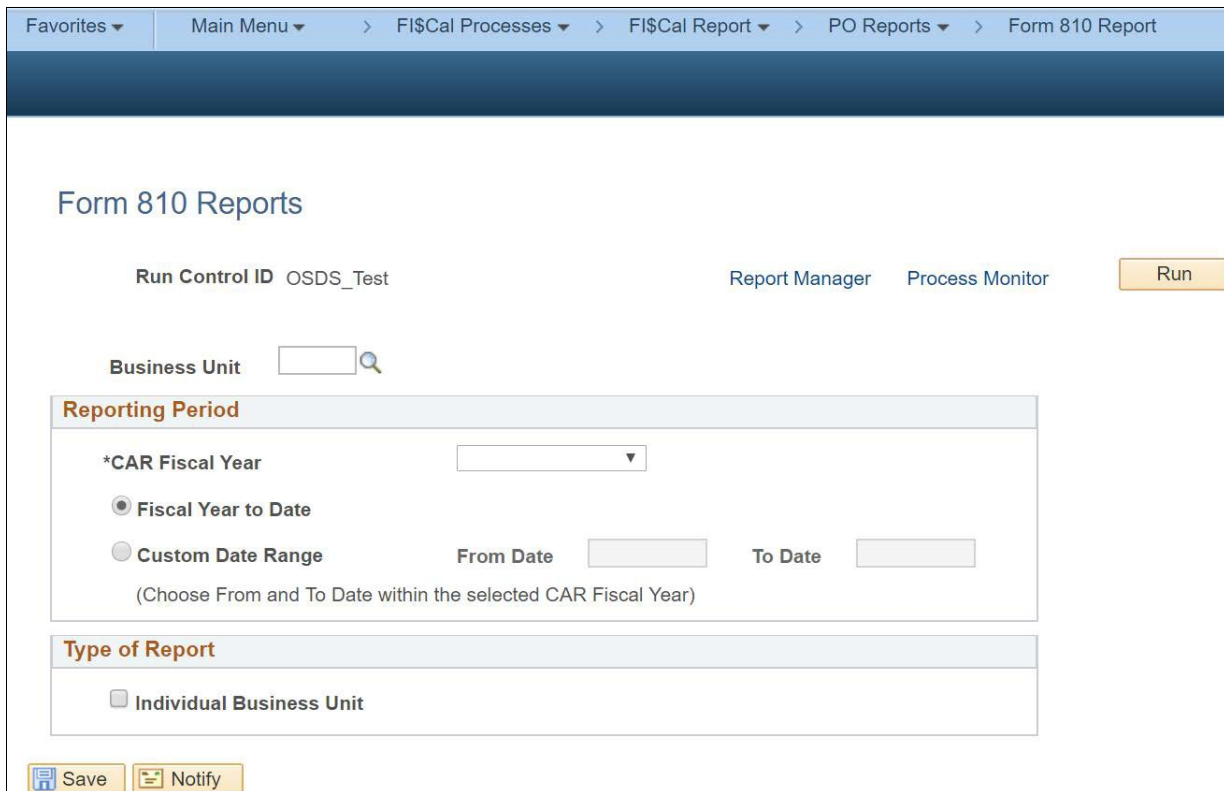
OSDS Form 810 Report

[Find an Existing Value](#) [Add a New Value](#)

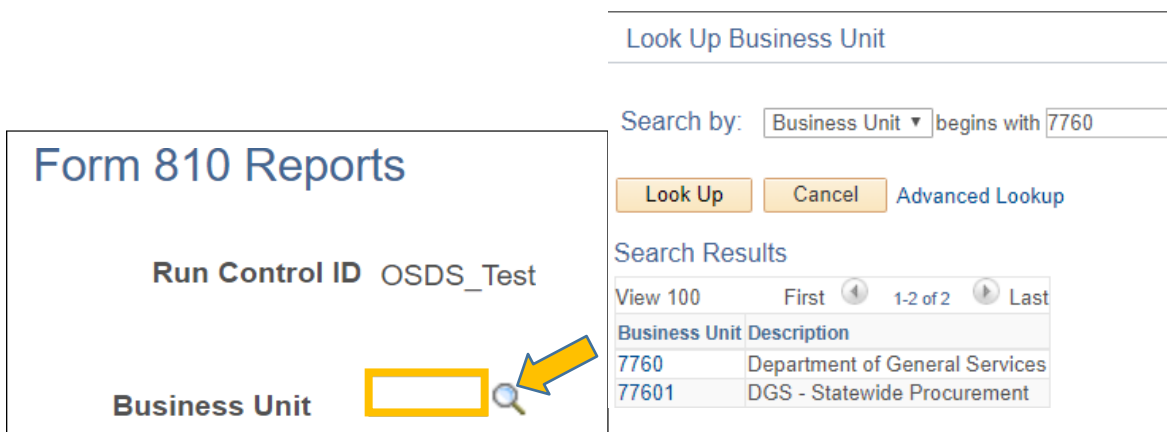
Run Control ID

 [Add](#)

Step 4: After clicking on the **Add** button the **Form 810 Reports** page will appear.



Step 5: Enter your **Business Unit (BU)** number in the BU field manually or find and select it using the look up icon (magnifying glass).



Business Unit	Description
7760	Department of General Services
77601	DGS - Statewide Procurement

Step 6: Within the **Reporting Period** section select a **CAR Fiscal Year**.

Reporting Period	
*CAR Fiscal Year	2018-2019 ▼
<input checked="" type="radio"/> Fiscal Year to Date	

Note - If the **CAR Fiscal Year** field is left blank, the system will show a hard stop.

Step 7: Within the **Reporting Period** section, select **Fiscal Year to Date** or the **CustomDate Range** Option.

Reporting Period			
*CAR Fiscal Year	▼		
<input checked="" type="radio"/> Fiscal Year to Date			
<input type="radio"/> Custom Date Range	From Date		To Date
(Choose From and To Date within the selected CAR Fiscal Year)			

Note- If Custom Date Range is selected From Date and To Date will be required.

Step 8: Within the **Type of Report** section select **Individual Business Unit**.

Type of Report
<input type="checkbox"/> Individual Business Unit

Step 9: After entering all the parameters click on the Save button.

Form 810 Reports

Run Control ID OSDS_Test
Report Manager
Process Monitor
Run

Business Unit 7760
Department of General Services

Reporting Period

*CAR Fiscal Year 2018-2019

☒ Fiscal Year to Date
☐ Custom Date Range

From Date
To Date

Type of Report

☒ Individual Business Unit

Save

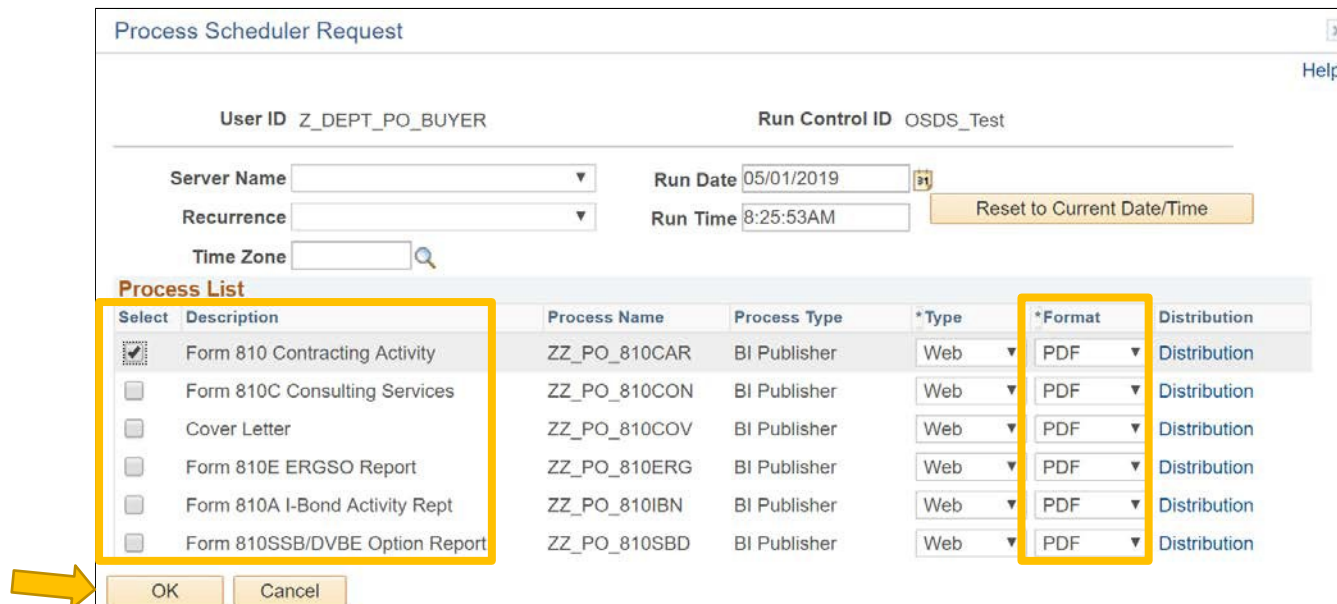
Notify

Step 10: Click on the **Run** button on the **Form 810 Reports** page.

Report Manager
Process Monitor

Run

Step 11: After clicking on the **Run** button, a **Process Scheduler Request** page opens. Select the report and the format (XLS or PDF) you want to run and click on the **OK** button.



Process Scheduler Request

User ID Z_DEPT_PO_BUYER Run Control ID OSDS_Test

Server Name Run Date 05/01/2019

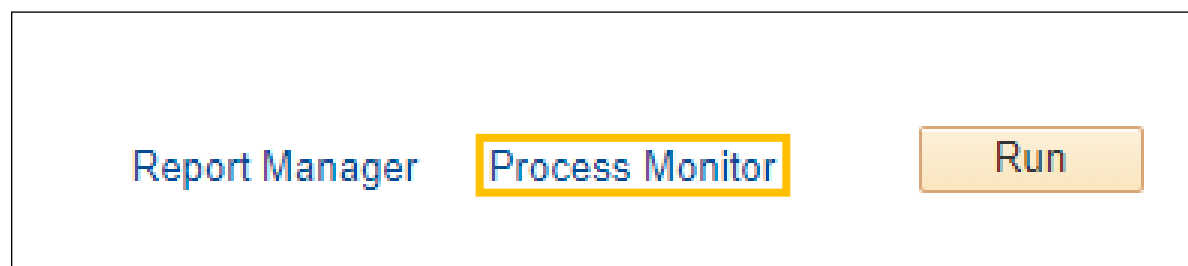
Recurrence Run Time 8:25:53AM

Time Zone

Process List

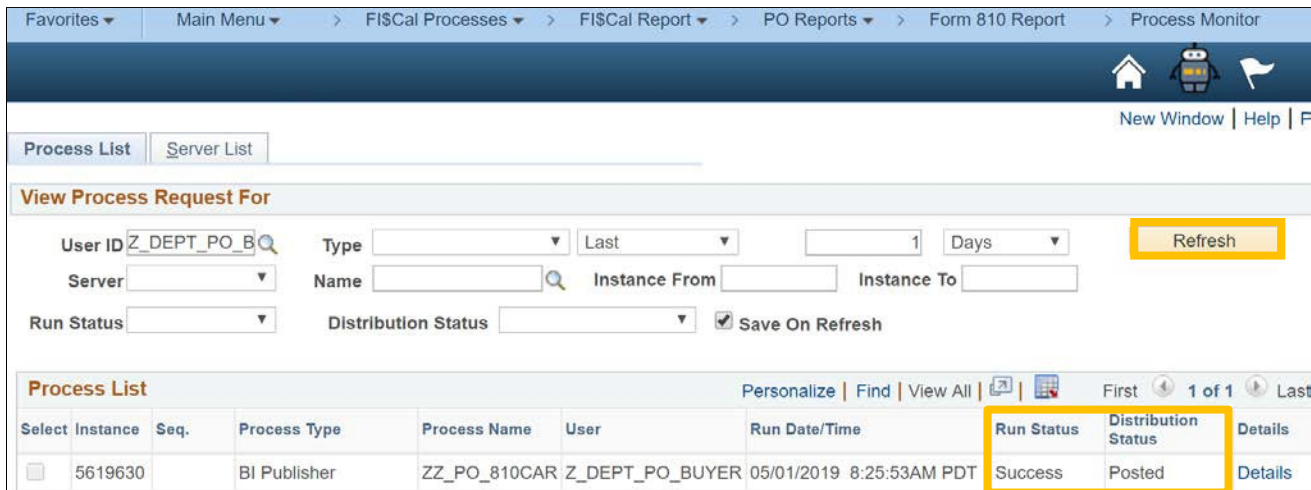
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Form 810 Contracting Activity	ZZ_PO_810CAR	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Form 810C Consulting Services	ZZ_PO_810CON	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Cover Letter	ZZ_PO_810COV	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Form 810E ERGSO Report	ZZ_PO_810ERG	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Form 810A I-Bond Activity Rept	ZZ_PO_810IBN	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Form 810SSB/DVBE Option Report	ZZ_PO_810SBD	BI Publisher	Web	PDF	Distribution

Step 12: After clicking on the **OK** button, the system will return to the Form 810 Reports page. Click on the **Process Monitor** link to view the success of generating the report.



Report Manager **Process Monitor**

Step 13: View the progress of the report in the **Run Status** column and **Distribution Status** column. Continue to click on the **Refresh** button until the Run and Distribution status changes to Success and Posted.



Process List | Server List

View Process Request For

User ID: Z_DEPT_PO_B | Type: | Last: | 1 Days | Refresh

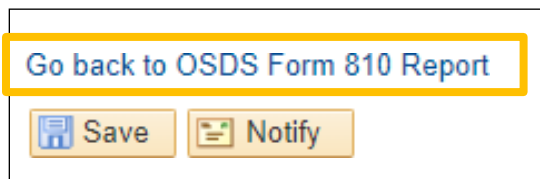
Server: | Name: | Instance From: | Instance To: |

Run Status: | Distribution Status: | Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5619630		BI Publisher	ZZ_PO_810CAR	Z_DEPT_PO_BUYER	05/01/2019 8:25:53AM PDT	Success	Posted	Details

Run Status	Distribution Status
Success	Posted

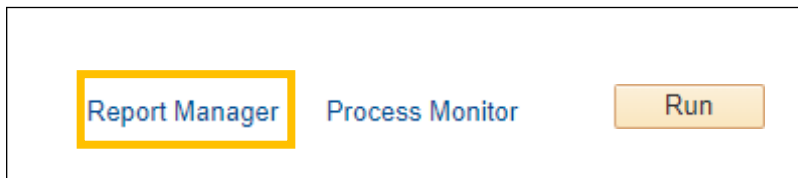
Step 14: After the report has successfully posted click on the **Go back to OSDS Form 810 Report** link to go back to the Form 810 Reports page.



Go back to OSDS Form 810 Report

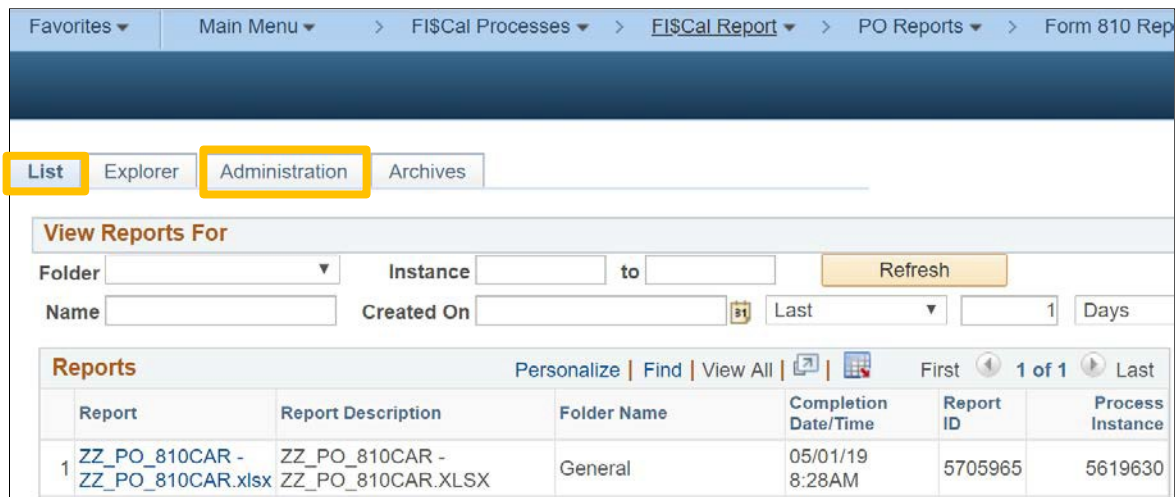
Save Notify

Step 15: To access the report, click on the **Report Manager** link.



Report Manager Process Monitor Run

Step 16: After clicking the **Report Manager** link, a new page will open with multiple tabs. The report can be accessed by the **List** or the **Administration** tab. The default tab is the List tab. In the List tab under the report column, click on the report link.



View Reports For

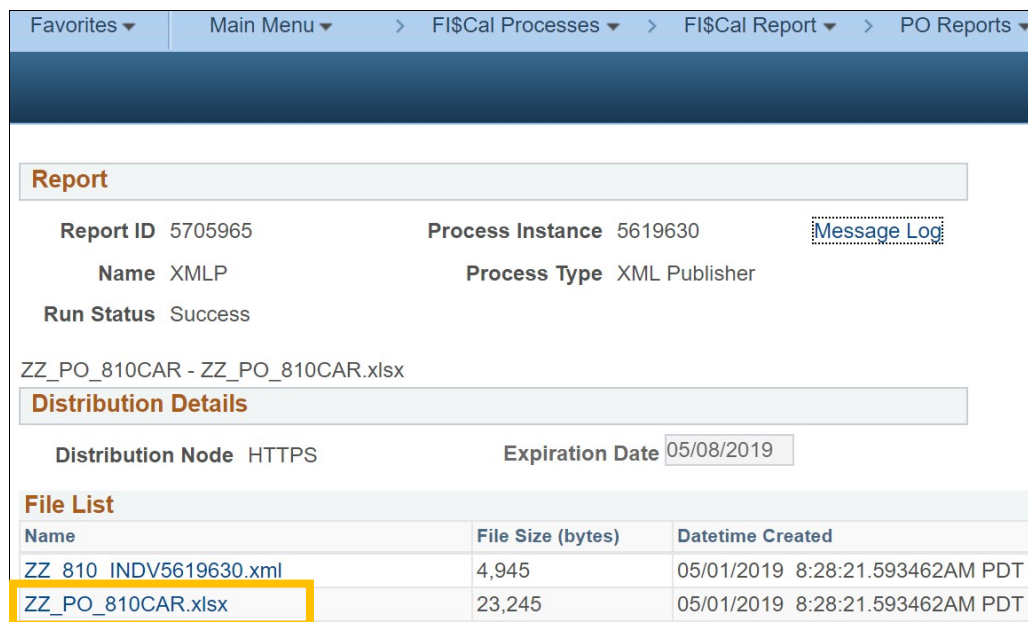
Folder Instance to Refresh

Name Created On Last 1 Days

Reports Personalize | Find | View All | First 1 of 1 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 ZZ_PO_810CAR - ZZ_PO_810CAR.xlsx	ZZ_PO_810CAR - ZZ_PO_810CAR.XLSX	General	05/01/19 8:28AM	5705965	5619630

Step 17: After clicking on the report link a new page named Report will open.



Report

Report ID 5705965 Process Instance 5619630 [Message Log](#)

Name XMLP Process Type XML Publisher

Run Status Success

ZZ_PO_810CAR - ZZ_PO_810CAR.xlsx

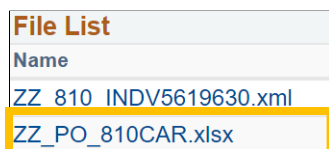
Distribution Details

Distribution Node HTTPS Expiration Date 05/08/2019

File List

Name	File Size (bytes)	Datetime Created
ZZ 810 INDV5619630.xml	4,945	05/01/2019 8:28:21.593462AM PDT
ZZ_PO_810CAR.xlsx	23,245	05/01/2019 8:28:21.593462AM PDT

Step 18: Under the **File list** column click on the report link to download the report from the system.



File List

Name
ZZ 810 INDV5619630.xml
ZZ_PO_810CAR.xlsx

- ❖ A query in the system for data validation has been created. Here are the steps to access the Data Validation Query:

Step 1: To Access the data validation report, click on the **Process Monitor** link. In the Process Monitor page, under the Details column click the Details link after the Run Status shows Success.

Run Status	Distribution Status	Details
Success	Posted	Details

Step 2: In the Process Detail page click the View Log/Trace link.

Process

Instance 5619630

Type BI Publisher

Name ZZ_PO_810CAR

Description Form 810 Contracting Activity

Run Status Success

Distribution Status Posted

Run

Update Process

Run Control ID OSDS_Test

Location Server

Server PSUNX

Recurrence

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content
☐ Restart Request

Date/Time

Actions

Request Created On 05/01/2019 8:27:08AM PDT

Run Anytime After 05/01/2019 8:25:53AM PDT

Began Process At 05/01/2019 8:27:20AM PDT

Ended Process At 05/01/2019 8:28:21AM PDT

Parameters

Transfer

Message Log

View Locks

Batch Timings

[View Log/Trace](#)

OK

Cancel

Step 3: From the View Log/Trace page click on the Data Validation Query link.

View Log/Trace H

Report

Report ID 5705962 **Process Instance** 5619630 [Message Log](#)
Name ZZ_PO_810CAR **Process Type** XML Publisher
Run Status Success

Form 810 Contracting Activity

Distribution Details

Distribution Node HTTPS **Expiration Date** 05/08/2019

File List

Name	File Size (bytes)	Datetime Created
AE_ZZ_PO_810CAR_5619630.log	488	05/01/2019 8:28:21.593462AM PDT
AE_ZZ_PO_810CAR_5619630.trc	3,856	05/01/2019 8:28:21.593462AM PDT
Form 810 CAR - Data Validation Report.CSV	3,623,044	05/01/2019 8:28:21.593462AM PDT
ZZ_810_INDV5619630.xml	4,945	05/01/2019 8:28:21.593462AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	Z_DEPT_PO_BUYER

Return

Step 4: Download the Data Validation Query.

File List	
Name	
AE_ZZ_PO_810CAR_5619630.log	
AE_ZZ_PO_810CAR_5619630.trc	
Form 810 CAR - Data Validation Report.CSV	
ZZ_810_INDV5619630.xml	

Note: The Data Validation Query is provided in the .csv format by the system. The Data Validation Query can be saved in .xls format.

Here is the layout of the standard Contracting Activity report:

i) Left side of the report

FORM 810 Contracting Activity Report

Report ID: RP10000

Agency: Government Operations

Year of Report: 2019-2020

Department: 1700 - Department of General Services

Contracting Activity: Total State Contracting Activity

Contracting Activity	Total State Contracting Activity	Share of Total	Total to DBE Prime Contractors	Total to DBE Sub-Contractors	Total to DBE Prime and Sub-Contractors	Percentage of Total DBE	Share of DBE Contracts by Activity	Total to SDB Prime Contractors	Total to SDB Sub-Contractors	Total to SDB Prime and Sub-Contractors	Percentage of Total SDB	Share of SDB Contracts by Activity
A	B	C	D	E	F	G	H	I	J	K	L	M
1. Goods (Buy)	19,101,088.45	12.77%	3,080,587.53	341	36,725.93	38	321,177,311.52	37%	36,675,239.65	38,325	76,502	5,631,434.88
2. Services	18,570,908.64	12.40%	2,350,481.00	13	1,345,527.52	38	321,177,311.52	4%	1,665,913.34	27,726	8,865	24,013,870.26
3. Construction	25,293,395.97	16.51%	2,350,481.00	13	1,345,527.52	38	321,177,311.52	10.03%	42,705	37,665	7,575	9,386,029.25
4. IT (Buy)	9,630,962.45	6.35%	266,527.76	26	27,070.27	10	283,573.02	2.95%	36,535	3,265	7,975	722,035.53
5. Call Center	5,964,165.00	3.95%	1,304.41	1	1,304.41	1	1,304.41	0.01%	0	0	0	863.55
TOTALS	67,560,360.51	44.58%	6,092,658.70	330	125,112,112.25	595	562	5.04%	39,694,882.95	38,641,775.26	7,801	645,911,952.33

Comments:

Signature: _____ Date: _____

Approver's Information:

Signature: _____ Date: _____

ii) Right side of the report.

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
PROCUREMENT DIVISION

FORM 810 Contracting Activity Report

Run 7/22/2021 15:59:20 PM
Date/Time:
Run By User: Department PO Reporter
Report Type: Individual
Mission Tasks: Excluded

Fiscal Year:	2020-2021
Department:	8880 - Financial Information System

Part 2																							
Certified Small Business (SB)/Micro Business (MB) Participation in State Contracting Activity																							
Member of Contract %	Total to SB/MB Prime Contractors		Total to SB/MB Sub Contractors					Total to SB/MB Prime and Sub Contractors					Percentage of Total SB/MB Contracts				Share of SB/MB Contracts by Activity						
	Awarded Amount \$	Number of Contracts #	Awarded Amount \$	Number of Sub Contracts awarded to SB/MB #	Number of Sub Contracts with SB/MB Sub-contractors #	Awarded Amount \$	Number of Contracts with SB/MB participation (Prime)	Number of SB/MB Contracts #	SB/MB Participation %	Contracts with SB/MB Participation in All Contracts %	Dollars Awarded %	Number of Contracts %											
IN	M		N	O		PM	P	Q (M+O)		RM (N+PM)	R (N+P)		S (Q/A)		T (R/B)		QN		RN				
	SB	MB	SB	MB	SB	MB	SB	MB	SB	MB	SB	MB	SB	MB	SB	MB	SB	MB	SB	MB			
11%	8,116.41	88,417.75	4	16	0.00	0.00	0	0	0	0	8,116.41	88,417.75	4	16	4.05%	44.17%	10.81%	43.24%	0.15%	1.08%	22.22%	24.24%	
70%	0.00	26,694.00	0	2	0.00	0.00	0	0	0	0	0.00	26,694.00	0	2	0.00%	49.35%	0.00%	50.00%	0.00%	0.32%	0.00%	3.03%	
00%	0.00	0.00	0	0	0.00	0.00	0	0	0	0	0.00	0.00	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
19%	5,328,612.10	6,205,555.70	14	46	0.00	1,895,416.20	0	2	0	2	5,328,612.10	8,100,971.90	14	48	10.79%	16.40%	11.38%	39.02%	99.85%	98.60%	77.78%	72.73%	
	0.00	0.00									0.00	0.00			0.00%	0.00%			0.00%	0.00%			
	5,336,728.51	6,320,667.45	18	64	0.00	1,895,416.20	0	2	0	2	5,336,728.51	8,216,083.65	18	66	10.75%	16.55%	10.98%	40.24%					
	11,657,395.96		82			1,895,416.20	2		2		13,552,812.16		84		27.30%		51.22%						
	# of Certified SB's as Prime		# of	# of Awards to SB's as		# of Awards to SB's																	
	45			3																			

Note: The Form 810 report displays a "Mission Tasks" parameter on the top right section.

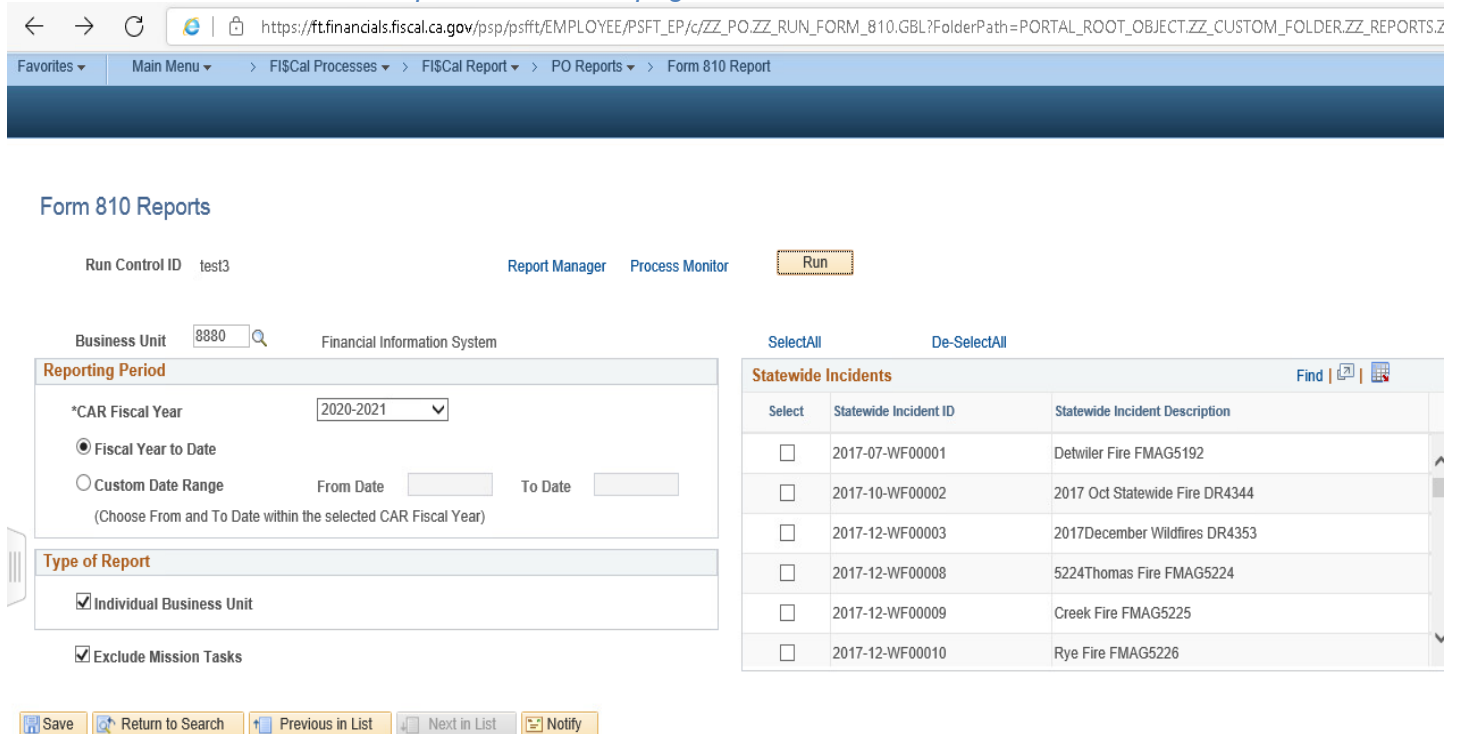
How to run the Form 810 report capturing all transactions **except** the California Office of Emergency Services (CalOES) Mission Task ID and Statewide Incident IDs

Select the following parameters on the Run control page:

- I. Standard Form 810 report selections. (Business Unit, Reporting Period, Type of Report)
- II. SKIP (do not select) any statewide Incident IDs and
- III. CHECK the Exclude Mission Tasks Check Box

After selecting the above parameters, follow the same steps used in running and accessing the standard Form 810. (Refer Pages 5-8)

Screenshot of the Form 810 Reports run control page:



The screenshot shows the 'Form 810 Reports' run control page. The browser address bar shows the URL: https://ft.financials.fiscal.ca.gov/pspp/psfft/EMPLOYEE/PSFT_EP/c/ZZ_PO_ZZ_RUN_FORM_810.GBL?FolderPath=PORTAL_ROOT_OBJECT.ZZ_CUSTOM_FOLDER.ZZ_REPORTS.Z. The breadcrumb trail is: Main Menu > Fi\$Cal Processes > Fi\$Cal Report > PO Reports > Form 810 Report.

Form 810 Reports

Run Control ID: test3 Report Manager Process Monitor **Run**

Business Unit: 8880 Financial Information System

Reporting Period

*CAR Fiscal Year: 2020-2021

☒ Fiscal Year to Date

☐ Custom Date Range From Date: To Date: (Choose From and To Date within the selected CAR Fiscal Year)

Type of Report

☒ Individual Business Unit

☒ Exclude Mission Tasks

Statewide Incidents

Select	Statewide Incident ID	Statewide Incident Description
<input type="checkbox"/>	2017-07-WF00001	Detwiler Fire FMAG5192
<input type="checkbox"/>	2017-10-WF00002	2017 Oct Statewide Fire DR4344
<input type="checkbox"/>	2017-12-WF00003	2017December Wildfires DR4353
<input type="checkbox"/>	2017-12-WF00008	5224Thomas Fire FMAG5224
<input type="checkbox"/>	2017-12-WF00009	Creek Fire FMAG5225
<input type="checkbox"/>	2017-12-WF00010	Rye Fire FMAG5226

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

Note: By selecting the above parameters, the Form 810 report could help departments and OSDS analyze and determine if the SB and/or DVBE participation goals would have been met if any of the OES mission-task and/or Statewide Incident-related transactions had not been included.

The system displays the below warning message when running the report. Click “OK” to continue.

Process Scheduler Request

User ID Z_DEPT_PO_REPORTER Run Control ID test23

Server Name: [] Run Date: 08/23/2021

Message

Warning: (25005,2389)

This report is limited to only include transactions based on the Statewide Incident Description(s) and Mission Task check box you have selected.

OK

☐ Form 810A I-Bond Activity Rept ZZ_PO_810IBN BI Publisher Web PDF Distribution
 ☐ Form 810SSB/DVBE Option Report ZZ_PO_810SBD BI Publisher Web PDF Distribution

OK Cancel

Here is the layout of the Contracting Activity report without the Mission Task and Statewide Incidents transactions:

i) Left side of the report

Agency:	General Government															
Contracting Activity Category	Part 0				Part 1											
	Total State Contracting Activity				Certified Disabled Veteran Business Enterprise (DVBE) Participation in State Contracting Activity											
	Total Contract*		Share of Total		Total to DVBE Prime		Total to DVBE Sub Contractors		Total to DVBE Prime and Sub			Percentage of Total		Share of DVBE		
	Awarded Amount \$	Number of Contract s #	Share of Dollars Awarde d %	Share of Number of Contract s %	Awarded Amount \$	Number of Contract s #	Awarded Amount \$	Number of Sub Contract s awarde d to DVBE #	Number of Contracts with DVBE Sub-contracto rs #	Awarded Amount \$	Number of Contracts with DVBE participati on (Prime or Sub) #	Total Number of DVBE Contract s #	DVBE Participatio n %	Contracts with DVBE Participati on in All Contracts %	Dollars Awarde d %	Number of Contract s %
	A	B	AN	BN	C	D	E	FM	F	G (C+E)	HM (D+FM)	H (D+F)	I (G/A)	J (H/B)	GN	HN
1. Goods (Non-IT)	200,193.99	37	0.40%	22.56%	3,605.40	3	0.00	0	0	3,605.40	3	3	1.80%	8.11%	0.10%	8.11%
2. Services (Non-IT)	54,094.00	4	0.11%	2.44%	1,694.00	1	0.00	0	0	1,694.00	1	1	3.13%	25.00%	0.05%	2.70%
3. Construction (Non-IT Services - Public Works)	0.00	0	0.00%	0.00%	0.00	0	0.00	0	0	0.00	0	0	0.00%	0.00%	0.00%	0.00%
4. IT (Goods and Services)	49,395,596.01	123	99.49%	75.00%	2,644,729.80	31	861,271.23	2	2	3,506,001.03	33	33	7.10%	26.83%	99.85%	89.19%
5. Cal Card Transactions	0.00	0	0.00%	0.00%	0.00					0.00			0.00%		0.00%	
TOTALS	49,649,884.00	164			2,650,029.20	35	861,271.23	2	2	3,511,300.43	37	37	7.07%	22.56%		
					# of Certified DVBE's as		# of Certified DVBE's as Subs		# of Awards to DVBE's as Prime			# of Awards to DVBE's				
					12		2		35			2				
Comments:																

ii)Right side of the report

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
PROCUREMENT DIVISION

FORM 810 Contracting Activity Report

Run 7/22/2021 15:59:20 PM
Date/Time:

Run By User: Department PO Reporter

Report Type: Individual

Mission Tasks: Excluded

Fiscal Year: 2020-2021																								
Department: 8880 - Financial Information System																								
Part 2																								
Certified Small Business (SB)/Micro Business (MB) Participation in State Contracting Activity																								
Number of Contracts %	Total to SB/MB Prime Contractors		Total to SB/MB Sub Contractors				Total to SB/MB Prime and Sub Contractors				Percentage of Total SB/MB Contracts				Share of SB/MB Contracts by Activity									
	Awarded Amount \$		Number of Contracts #		Awarded Amount \$		Number of Sub Contracts awarded to SB/MB #		Number of Contracts with SB/MB Sub-contractors #		Awarded Amount \$		Number of Contracts with SB/MB participation (Prime & Sub) #		SB/MB Participation %		Contracts with SB/MB Participation in All Contracts %		Dollars Awarded %		Number of Contracts %			
	M		N		O		PM		P		Q (M+O)		R (N+P)		S (Q/A)		T (R/B)		QN		RN			
	SB		MB		SB/MB		SB		MB		SB		MB		SB		MB		SB		MB			
11%	8,116.41	88,417.75	4	16	0.00	0.00	0	0	0	0	8,116.41	88,417.75	4	16	4	16	4.05%	44.17%	10.81%	43.24%	0.15%	1.08%	22.22%	24.24%
70%	0.00	26,694.00	0	2	0.00	0.00	0	0	0	0	0.00	26,694.00	0	2	0	2	0.00%	49.35%	0.00%	50.00%	0.00%	0.32%	0.00%	3.03%
00%	0.00	0.00	0	0	0.00	0.00	0	0	0	0	0.00	0.00	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
19%	5,328,612.10	6,205,555.70	14	46	0.00	1,895,416.20	0	2	0	2	5,328,612.10	8,100,971.90	14	48	14	48	10.79%	16.40%	11.38%	39.02%	99.85%	98.60%	77.78%	72.73%
	0.00	0.00									0.00	0.00					0.00%	0.00%			0.00%	0.00%		
	5,336,728.51	6,320,667.45	18	64	0.00	1,895,416.20	0	2	0	2	5,336,728.51	8,216,083.65	18	66	18	66	10.75%	16.55%	10.98%	40.24%				
	11,657,395.96		82			1,895,416.20	2		2		13,552,812.16		84		84		27.30%		51.22%					
	# of Certified SB's as Prime		# of		# of Awards to SB's as		# of Awards to SB's																	

Note: The Form 810 report displays the "Mission Tasks" parameter on the top right section. It identifies if the Form 810 report includes or excludes the mission task transactions. Also, this report has an additional tab that shows the list of all the statewide incidents, if selected on the Run Control Page.

How to run a Form 810-report that only captures transactions with Cal OES Mission task ID and Statewide Incident IDs:

Select the following parameters on the Run control page:

- Standard Form 810 report selections (Business Unit, Reporting Period, Type of Report).
- SELECT Statewide Incidents ID and
- SKIP (do not check) the Exclude Mission Tasks Check Box.

After selecting the above parameters, follow the same steps used in running and accessing the standard Form 810. (Refer Pages 5-8)

Screenshot of the Form 810 Reports run control page:

https://ft.financials.fiscal.ca.gov/pspp/psfft/EMPLOYEE/PSFT_EP/c/ZZ_PO_ZZ_RUN_FORM_810.GBL?FolderPath=PORTAL_ROOT_OBJECT.ZZ_CUSTOM_FOLDER.ZZ_REPORTS.ZZ_

[Favorites](#) > [Main Menu](#) > [FISCAL Processes](#) > [FISCAL Report](#) > [PO Reports](#) > [Form 810 Report](#)

Form 810 Reports

Run Control ID: test4 [Report Manager](#) [Process Monitor](#) [Run](#)

Business Unit: 8880 Financial Information System

Reporting Period

*CAR Fiscal Year: 2020-2021

☒ Fiscal Year to Date
☐ Custom Date Range From Date: To Date:

(Choose From and To Date within the selected CAR Fiscal Year)

Type of Report

☒ Individual Business Unit
☐ Exclude Mission Tasks

[Save](#) [Notify](#)

[SelectAll](#) [De-SelectAll](#)

Select	Statewide Incident ID	Statewide Incident Description
<input checked="" type="checkbox"/>	2017-10-WF00002	2017 Oct Statewide Fire DR4344
<input checked="" type="checkbox"/>	2017-12-WF00003	2017December Wildfires DR4353
<input checked="" type="checkbox"/>	2019-07-EQ00025	2019 Ridgecrest Earthquake
<input checked="" type="checkbox"/>	2020-03-ID0029	2020 COVID-19
<input checked="" type="checkbox"/>	2017-12-WF00008	5224Thomas Fire FMAG5224
<input checked="" type="checkbox"/>	2020-08-WF00030	Apple Fire - FM5325

The system displays the below warning message when running the report. Click “Ok” to continue.

Message

Warning: (25005,2389)

This report is limited to only include transactions based on the Statewide Incident Description(s) and Mission Task check box you have selected.

OK

Here is the layout of the Contracting Activity report that only captures transactions with Cal OES Mission task ID and Statewide Incident IDs:

i) Left side of the report

Agency:	General Government																
Contracting Activity Category	Part 0				Part 1												
	Total State Contracting Activity				Certified Disabled Veteran Business Enterprise (DVBE) Participation in State Contracting Activity												
	Total Contract*		Share of Total		Total to DVBE		Total to DVBE Sub		Total to DVBE Prime and Sub		Percentage of Total		Share of DVBE				
	Awarded Amount \$	Number of Contracts #	Share of Dollars Awarded %	Share of Number of Contracts %	Awarded Amount \$	Number of Contracts #	Awarded Amount \$	Number of Sub Contracts awarded to DVBE #	Number of Contracts with DVBE Sub-contractors #	Awarded Amount \$	Number of Contracts with DVBE participation (Prime or Sub) #	Total Number of DVBE Contracts #	DVBE Participation %	Contracts with DVBE Participation in All Contracts %	Dollars Awarded %	Number of Contracts %	
	A	B	AN	BN	C	D	E	FM	F	G (C+E)	HM (D+FM)	H (D+F)	I (G/A)	J (H/B)	GN	HN	
1. Goods (Non-IT)	52,246.75	3	0.50%	30.00%	0.00	0	0.00	0	0	0.00	0	0	0.00%	0.00%	0.00%	0.00%	
2. Services (Non-IT)	0.00	0	0.00%	0.00%	0.00	0	0.00	0	0	0.00	0	0	0.00%	0.00%	0.00%	0.00%	
3. Construction (Non-IT Services - Public Works)	0.00	0	0.00%	0.00%	0.00	0	0.00	0	0	0.00	0	0	0.00%	0.00%	0.00%	0.00%	
4. IT (Goods and Services)	10,420,461.83	7	99.50%	70.00%	24,716.00	1	0.00	0	0	24,716.00	1	1	0.24%	14.29%	100.00%	100.00%	
5. Cal Card Transactions	0.00	0	0.00%	0.00%	0.00					0.00			0.00%		0.00%		
TOTALS	10,472,708.58	10			24,716.00	1	0.00	0	0	24,716.00	1	1	0.24%	10.00%			
					# of Certified		# of Certified DVBE's as		# of Awards to DVBE's as Prime		# of Awards to DVBE's						
					1		0		1		0						
Comments:																	

ii) Right side of the report

Activity Report

Run 7/22/2021
Run By Department
Report Individual
Mission Included

	Fiscal Year:	2020-2021																							
	Department:	8880 - Financial Information System																							
	Part 2																								
	Certified Small Business (SB)/Micro Business (MB) Participation in State Contracting Activity																								
SE Number of Contract %	Total to SB/MB Prime				Total to SB/MB Sub				Total to SB/MB Prime and Sub Contractors				Percentage of Total SB/MB				Share of SB/MB Contracts by Activity								
	Awarded Amount \$		Number of Contracts #		Awarded Amount \$		Number of Sub Contracts awarded to SB/MB #		Number of Contracts with SB/MB Sub-contractors #		Awarded Amount \$		Number of Contracts with SB/MB participation (Prime		Number of SB/MB Contracts #		SB/MB Participation %		Contracts with SB/MB Participation in All Contracts %		Dollars Awarded %		Number of Contracts %		
IN	M		N		O		PM		P		Q (M+O)		RM (N+PM)		R (N+P)		S (Q/A)		T (R/B)		QN		RN		
	SB		MB		SB		MB		SB		MB		SB		MB		SB		MB		SB		MB		
	00%	39,123.00	11,200.00	1	1	0.00	0.00	0	0	0	0	39,123.00	11,200.00	1	1	1	1	74.88%	21.44%	33.33%	33.33%	15.19%	30.95%	33.33%	33.33%
	00%	0.00	0.00	0	0	0.00	0.00	0	0	0	0	0.00	0.00	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	00%	0.00	0.00	0	0	0.00	0.00	0	0	0	0	0.00	0.00	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	00%	218,390.00	24,991.36	2	2	0.00	0.00	0	0	0	0	218,390.00	24,991.36	2	2	2	2	2.10%	0.24%	28.57%	28.57%	84.81%	69.05%	66.67%	66.67%
		0.00	0.00									0.00	0.00					0.00%	0.00%			0.00%	0.00%		
		257,513.00	36,191.36	3	3	0.00	0.00	0	0	0	0	257,513.00	36,191.36	3	3	3	3	2.46%	0.35%	30.00%	30.00%				
		293,704.36		6		0.00		0		0		293,704.36		6		6		2.80%		60.00%					
		# of Certified SB's as		# of		# of		# of Awards to SB's																	

Note: The Form 810 report displays the "Mission Tasks" parameter on the top right section. It identifies if the Form 810 report includes or excludes the mission task transactions. Also, this report has an additional tab that shows the list of all the statewide incidents if selected on the Run Control Page.

- ❖ The system will generate a relevant data validation query report for the different Form 810 reports mentioned above. The parameters selected on the run control page will not change the layout of the Data Validation Query report.

Screenshot of the Data Validation Query report with the updated columns:

AQ	AR	AS	AT
Statewide Incident	Statewide Incident Description	Mission Task	Mission Task Description
2020-03-ID0029	2020 COVID-19	M62000 T54616	Contract for COVID 19 response Facilities cleaning and disinfection
2020-03-ID0029	2020 COVID-19	M61998 T54055	Contract for Response Facilities Cleaning & Disinfection
2020-03-ID0029	2020 COVID-19	M62000 T54087	Contract for COVID19-1 Response Ambulance Services
2020-03-ID0029	2020 COVID-19	M63217 T55019	Contract for COVID19 Response CDPH Copier Rental
2020-03-ID0029	2020 COVID-19	M62000 T54616	Contract for COVID19-1 Response CDPH 40 Yard Dumpster Rental
2020-03-ID0029	2020 COVID-19	M63217 T55017	Contract for COVID19 Response CDPH Copier Rental
2020-03-ID0029	2020 COVID-19	M60090 T55691	Contract for COVID19 -1 Response CDPH Copier Rental
2020-03-ID0029	2020 COVID-19	M62000 T53069	Contract for COVID19 Response Border Security
2020-03-ID0029	2020 COVID-19	M63217 T55020	Portable Toilet and Handwashing Station Rentals
2020-03-ID0029	2020 COVID-19	M62000 T54742	Port-A-Cool Fans x2, 100 ft 2 gauge Extension Cords x2, 100 ft heavy duty water hoses x2
2020-03-ID0029	2020 COVID-19	M62000 T55590	Powershred 60Cs Cross-Cut Shredder
2020-03-ID0029	2020 COVID-19	M63074 T55029	72 cases of shelf stable meals
2020-03-ID0029	2020 COVID-19	M61998 T54033	fence rental w/windscreen & sandbags
2020-03-ID0029	2020 COVID-19	M62000 T54176	fence rental for shelter/testing/vaccination site
2020-03-ID0029	2020 COVID-19	M61998 T54089	Standard plastic cold wash stations, Plastic ADA Toilets, Daily janitorial
2020-03-ID0029	2020 COVID-19	M63074 T55444	3 specialized whiteboards - mobile, dry erase, easel easy flip
2020-03-ID0029	2020 COVID-19	M60385 T56000	Toner Cartridges
2020-03-ID0029	2020 COVID-19	M61998 T54070	Forklift and Pallet Jack Rental for vaccination & testing site